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Council on Aging Minutes 09/21/06

The following minutes of the September 21, 2006, Regular Meeting were approved at the meeting of the COA on October 19, 2006.

ARLINGTON COUNCIL ON AGING

27 Maple Street
 Arlington, MA 02476-4909

Robert Tosi, Jr., Chair
 Paul West, Vice Chair
 Shirley Chapski,
 Secretary

Regular Meeting of the Council on Aging
 September 21, 2006
 MINUTES

Place and Time of Meeting: Arlington Senior Center, 27 Maple St., Arlington, 7:30 p.m.

Members Present: Robert Tosi, Jr., Paul West, Ruth Palombo, Harry McCabe, William Carey (arrived 8:37), Mildred Hurd and Shirley Chapski.

Members Absent: Ann MacGowan.

Others Present: John Jope, COA Executive Director; Elisa Lopez, President ASA, Patricia Falwell, COA Geriatric Nurse and Karen Nichols.

Quorum Identification/Call to Order: Bob Tosi, Jr. presided and Shirley Chapski, Secretary, kept the minutes. A quorum of 6 was present.

- Patricia Falwell brings 18 years of geriatric nursing experience to her new position with the COA. John Jope said that Pat has the nursing programs up and running, is a solid team member and is working closely with Social Worker, Lourie August.

- Karen Nichols is in the process of becoming a member of the COA. She provided a recap of her background: she has had a career in nursing and served for six years as Coordinator of the Belmont Senior Center, retiring from that position a year ago.

Minutes of the June 22, 2006 Annual Meeting: Harry moved to receive the minutes of June 22, 2006 meeting for purposes of discussion; Paul West seconded. There being no corrections to the minutes, Ruth moved to approve the minutes of June 22, 2006, Harry seconded; all in favor. Motion carried.

Citizens' Open Forum: Bob Tosi reported that Vera Bernacchi contacted him to discuss the Senior Notes newsletter which she feels has not been proofed as professionally as it should be. Both Bob and Elisa Lopez, who has also received communications from Vera concerning the newsletter, said the proofing of the newsletter is being worked on.

REPORT OF THE CHAIR: Bob Tosi thanked John for including a clause at the bottom of this month's agenda asking that those who cannot attend a meeting to please call him.

- The COA/ASA Working Committee that was started last year to address issues of mutual concern has not met for several months. Bob would like to see it restarted and will speak with Elisa about setting up a meeting.

EXECUTIVE DIRECTOR'S REPORT: The Executive Director's report is attached hereto and made a part of the minutes. John added the following remarks:

- Item 1 - Dial-a-Ride Clerk: Peg Allen returned to work last week.

- Item 3 - Lahey Funded Exercise Program: Lahey Clinic has approved our request for a grant to continue exercise programs for another year. The COA will continue the aquacise program at the Boys and Girls Club, the Walk the Rink program will resume next spring and we will continue the Tai Chi program beginning in November. Slightly more money has been awarded this year and John

has spoken with Joan Pippin about funding the ASA's Tai Chi program. He has offered that in addition to the three 8-week sessions at the Fox Center, the COA will pay the instructor for three 8-week sessions at the Senior Center. He feels it would be a good outreach to the ASA combining our efforts for the benefit of the seniors.

- Item 4 - Harry Barber Community Service Program: In response to Harry's question about which town departments the three applicants had been placed in, John said they have been assigned to the Selectmen's office, Veterans bureau and Board of Health. Later in the month a couple of applicants will be placed in the Library.

- Student Nurses & Social Worker Intern: Seven student nurses started at the COA on September 14. There has been a change in their curriculum; instead of being here 2 days a week they will be here one day. Consequently they will not be doing a capstone project.

- Student Intern Social Worker: A student from Salem State started this week and Lourie August has already planned and advertised a bereavement group

- Town's Policy on Compensatory Time: John has accumulated a substantial amount of comp time. Christine Connolly met with the Town Manager's office and they are coming to an official policy on comp time. Christine informed John that he begin to take time off in a structured way and he agreed and signed a consent form. He will take about 75 hours for the remainder to this calendar year.

OTHER REPORTS:

- COA Representative/Liaison to Minuteman Senior Services: Harry reported that all is going well and that Joan Butler, Director of Minuteman Senior Services, has a new home after a disastrous fire destroyed her previous residence. The Minuteman Senior Services is meeting on first Wednesday of October at 9:15 a.m. in Burlington and John Jope has been invited to give a presentation to the Minuteman Board. Harry said it was his understanding that the council was invited to attend.

- COA Representative/Liaison to the Seniors Association: Mildred asked if it was the board's wish to have her continue as liaison to the ASA. Harry moved that Mildred Hurd be reappointed to represent the council at the board meetings, Paul seconded, all in favor. Motion carried.

- Arlington Seniors Association Representative to COA: Elisa Lopez reported that the committee is moving along on the ASA's 25th Anniversary celebration. Donations continue to come in and the committee is working on the program and on plans for the 2-day Open House on October 21 and 22.

- Budget Committee: The committee met on September 12, 2006 and discussed the budget process and setting goals to educate the town and specifically the Director of Human Services, FINCOM, and the Town Meeting of the need to fund the COA in the larger extent because the built up reserves will not last much longer.

- Transportation Committee: Ruth reported that the committee has not met over the summer but will reconvene soon. New members would be welcome. Discussion followed concerning adding associate members to the board.

- Sevyan Bequest Committee: Bob said the committee met in the spring and set up a task force to address the Sevyan policy statement. The committee members, Bob, Harry and Shirley, will meet in October.

- Senior Center Outreach Task Force: The task force, in anticipation of Town Day, put together a informational brochure and Harvard Univ. donated money to the COA for its printing. John said this was a first effort and would welcome suggestions from the board to be incorporated in the final printing.

UNFINISHED BUSINESS None

NEW BUSINESS:

- COA Council Annual Goals: Bob spoke of the list of goals for 06-07 distributed to the members for their consideration and suggestions. Ruth talked about health promotion and wellness, doing more to help seniors manage chronic disease and sustain healthy behavior. An ongoing wellness effort could include annual health fairs. Pat Fawell said it is a problem getting the home based elders involved. Bob mentioned that the Board of Health is working along these lines and maybe we could do something with them. Also, Minuteman Senior Services identifies vulnerable elders and they are routinely checked on. John Jope spoke on establishing a Dial-A-Ride scholarship program for the really needy.

After discussion, Harry asked John to draft a proposal outlining his suggested Dial-A-Ride scholarship program and John agreed to do so. Harry talked about budget review and recommendation for the FY 08 budget and the importance of being involved early in the process. Discussion ensued and John will bring some municipal budget suggestions for discussion to our October meeting. Karen Nichols referred to the goal "Board/COA Staff social" — she feels it is very important that the staff and board members get to know each other. With regard to inviting a COA staff member to the monthly board meetings, Harry asked John to draw up a plan of possible attendees.

- MCOA Fall Conference Oct 11-13, 2006: Two board members will be attending the conference.

- *Guidelines for Use of COA Farmer Trust Fund: As was reported in June 22, 2006 minutes that by letter to Lourie August, Social Worker, COA, dated June 19, 2006, John L. Worden III, Trustee of the Edwin S. Farmer Trust was putting a small grant under the direct control of the COA and enclosed a check for \$30,000. It was voted at that meeting that none of the funds be expended until such time it was determined how the funds be expended. Harry McCabe suggested that other funds are available at the discretion of John Jope, Executive Director. John said they have clients waiting who could benefit from the trust but can't be helped because the funds are frozen. Ruth stated that Lourie August and John should administer and disburse these funds. Paul West agreed and so moved. Shirley seconded. Harry stated that the matter go to the Board of Selectmen for authorization to allow the COA to expend the money. Discussion followed with Bob finalizing the discourse by stating that we will get an opinion from Town Counsel or the Selectmen's office. John will follow up on getting put on the agenda for the next Selectmen's meeting. Harry said we should be represented at such meeting.

Paul said his motion was to do with the "policy." Ruth explained that there are two issues--(1) policy as outlined in the Guidelines for the use of funds and (2) acquiring a decision from the Selectmen to expend the funds. The Motion is a separate matter. Paul moved the question, and repeated the motion, "that the administration and distribution of funds be under the direct

control of the COA Social Worker and Executive Director." Four voted in favor, 2 voted against, and one abstained. Motion carried. Harry wanted it shown that he voted against the motion until such time as we had met with the selectmen, gotten their approval to expend these funds and developed and approved a set of guidelines for the use of the funds.

•Arlington Human Rights Commission: Bob referred to a letter he received from the Commission concerning hate incidents. The Commission is collaborating with the Police Department so that when an incident comes up that they have a fast response. The plan is to reach out to different groups and they would like the COA to be part of this effort. Discussion ensued that in general, we are against hate acts of any kind and it was agreed that when and if an incident occurs Bob would call the members concerning our response.

•Arlington 200th Anniversary: A fund raising dinner is being held on October 6 at the Sons of Italy Hall.

There being no further business to come before the meeting, Paul moved to adjourn; Ruth seconded; all in favor. Motion carried.

Adjourned at 9:15 p.m.

Shirley Chapski, Secretary

Next Regular Meeting October 19, 2006 at 7:30 p.m.